September 21, 1992

To: Mary Ward

From: Rob Meyne

Subject: Discussion Items for Meeting with Philip Morris

Mary, the following is a suggested agenda for our meeting Wednesday. There are several agenda items regarding information we would like to share with P. M. Denise Keane should add anything to the agenda they would like to discuss.

As we discussed, I would like to review the workplace research we have conducted. If there is information Denise and others have which they would like to add to this part of the discussion, that would be great.

As you know, we have researched the workplace smoking policies of the Fortune 500 and all companies with 2500 or more employees. I intend to spend fifteen to twenty minutes reviewing those results. Then open it up to questions and comments.

Here is what I envision covering:

1- Top-line results:

- Fortune 500 survey.
- Survey of companies employing 2500 or more.
- Trends.

2- Types of policies in place.

3- How those policies were developed.

4- Small Business Policies.

5- Where opportunities lie.

6- Q. and A.

Please make any revisions you think are needed and pass on to Denise Keane. I look forward to a productive meeting.

Thanks.

- Rob

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